

REORGANIZATION DECISION MEMORANDUM

The decision memorandum must be completed, signed by the Assistant Administrator/
Regional Administrator, submitted to Troy Boxton, Office of Human Resources, Policy,
Planning and Training Division and the designated HR Shared Service Center Representative
via email and hardcopy for review. If there are questions regarding this form, please refer to
the agency's reorganization website for additional information at:
http://intranet.epa.gov/ohr/programs/reorg/steps.htm

NOTE: Signing of this memorandum prior to stakeholder reviews does not confirm that the AA/RA agrees to any comments received pending final stakeholder comments.

MEMORANDUM

DATE:

05/10/2016

SUBJECT:

Office of Tribal Affairs Reorganization Proposal — REORGANIZATION

DECISION MEMORANDUM

FROM:

Patrick Bustos, Director Office of Tribal Affairs

TO:

Mark Hague, Regional Administrator

NEED

The Office of Tribal Affairs has expanded to include international coordination activities as part of the functional responsibilities. Due to this change, the office needs to change its name to accurately reflect the new responsibilities and overall functions of the entire office.

REVIEW AND ANALYSIS

Program staff plans to conduct outreach and education to various stakeholders on the new responsibilities and name change.

RECOMMENDATION

I have received notice from the Office of Administration and Resources Management's Office of Human Resources that all comments have been satisfactorily resolved and the proposal is ready for approval.

Approved:

[AA or RA]

Date:

5/17/16

Attachment:

Tab A:

Reorganization Proposal Form



Directions: This form must be completed and submitted to the Program Management and Communications Staff via <u>e-mail and hardcopy</u>. Please type your proposal directly into this document (using Times New Roman, 12 pt font). If you have any questions, contact your OHR Consultant. Phone numbers are listed under "Reorganization Contacts" on the web site.

MEMORANDUM

DATE:

05/10/16

SUBJECT:

Title Change Proposal

Office of Regional Administrator/Office of Tribal Affairs

FROM:

Patrick Bustos- Director, Office of Tribal Affairs

THRU:

Mark Hague-Regional Administrator

TO:

Troy Boxton, Program Management and Communications Staff, Office of Human

Resources

Purpose:

The Office of Tribal Affairs has expanded to include international coordination as part of the functional responsibilities. Due to this change, the office's title should accurately reflect the new responsibilities and overall functions of the entire office.

Background:

This change does not require any internal or external discussion with stakeholders. It is a name change that will more accurately reflect the new programmatic responsibilities of the regional office. Program staff plans to conduct outreach and education to various stakeholders on the new responsibilities and name change.

Proposed Title Change:

Please provide the following information:

Current Organizational Title: Office of Tribal Affairs (OTA)

Proposed Organizational Title: Office of Tribal and International Coordination (OTIC)

Certifications:

Check all boxes that apply:

- ✓ **Staffing:** This title change proposal is changing our organizational title associated with each of our employees. There are no other staffing impacts.
- ✓ **Organizational Charts:** This title change proposal is changing our organizational title in our organizational charts. There are no other organizational impacts.
- ✓ Functional Statements: This title change proposal is changing our organizational title in our functional statements. There are no other functional impacts.

EPA Directives:

Note any EPA directives (Delegations of Authority, EPA Orders, Agency Manuals) or EPA policies where organizational titles need to be changed and attach electronic copies.

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entire office.

REORGANIZATION PROPOSAL

The Reorganization Proposal form must be completed, signed by your Assistant Administrator/Regional Administrator, and submitted to Troy Boxton, OARM, Office of Human Resources, Policy, Planning and Training Division and to your designated HR Shared Service Center Representative via email and hardcopy for review. Please complete this form in its entirety and submit with all required documents and approvals; forms are available at http://intranet.epa.gov/ohr/programs/reorg/start.htm. If you have any questions regarding completion of this form, please see page 2 for Troy's contact information.

A.	C	CONCISE STATEMENT OF CHANGE
.=0	1.	Provide an executive summary that succinctly explains the proposed change(s) (one paragraph or less) The Office of Tribal Affairs has expanded to include international good institution as part of the functional responsibilities. Due to this change, the office's
		coordination as part of the functional responsibilities. Due to this change, the office's name should accurately reflect the new responsibilities and overall functions of the

- Describe the title(s) of the unit(s) affected.
 No Change- Office of the Regional Administrator
 Change- Office of Tribal Affairs to Office of Tribal and International Coordination
- 3. Explain the change purpose (e.g., whether the change is due to a new legislative authority, new program authority or shifts in program emphasis). -New responsibilities and overall programmatic functions.
- 4. Discuss the progress to date based on communications with level approvers and discussions with stakeholders, unions, SSCs, etc. <u>Program staff plans to conduct outreach and education to various stakeholders on the new responsibilities and name change.</u>
- 5. Describe the benefits of this change(s) to the agency (e.g., increased accountability, enhanced communication and coordination, improved efficiency). -Benefits of this change will be enhanced communication and coordination between international diplomats on environmental issues.
- 6. Is there an impact between AA/RA offices, between offices within an AA office or between Regional divisions?- No

B. ANALYSIS OF IMPACT ON PERSONNEL

If yes, please explain and include your present AAship/RAship supervisor-to-staff ratio and the proposed AAship/RAship supervisor-to-staff ratio
(Contact your HRO/PMO for the current ratio). ✓ No ☐ Yes

2.	Will this proposed red	organization	(a) Eliminate positions; (b) Ca	ause a reduction in force;
	(c) Change how posit	ions are grad	led; (d) Add new functional uni	ts; or (e) Support a
	VERA/VSIP? XNO	Yes		
	If yes, please explain			

3.	Will there be an impact on the diversity of the organization?	X No	☐ Yes
	If yes, please explain.		

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EPA REORGANIZATION PROPOSAL

C.		OMINISTRATIVE ISSUES (Failure to address all administrative issues may result in a delay in the elementation of the reorganization.)									
20	1.	Will there be any physical moves of staff? ✓ No □ Yes If yes, please explain.									
	2.	2. Will new space be required? ⊠ No ☐ Yes If so, have all technical (computer, telecommunications, etc.) needs been assessed?									
Į.	3.	. Will the reorganization require new information systems/technologies, or significant changes to existing ones, and (if so) has it been acquired? ➤ No □ Yes If yes, please explain.									
	4.	Will there be any budgetary impacts? If yes, please explain in detail. ✓ No ☐ Yes									
D.	E	PA DIRECTIVES									
	1.	Will any Delegations of Authority, Orders or Manuals be affected? ✓ No ☐ Yes If yes, please explain and attach the directive affected.									
E.	A'	TTACHMENTS (Use the forms provided)									
	1.	Staffing Plan Crosswalk (<i>Use Staffing Plan Template</i>). Contact your servicing HR SSC for information (<i>Do not include social security numbers</i>).									
117	2. Current Organizational Chart.										
	3.	Proposed Organizational Chart (Must include all organization levels).									
	4.	Current Functional Statement.									
14	5.	Proposed Functional Statement (Must include all reporting levels).									
As	sist	ant Administrator/Regional Administrator Approval									
Na	me	MARICA HAGUE TITLE: RA									
Sig	nat	ure: Les Date: 5/17/16									
Hu	ıma	n Resources Office Program Management Office Reviewed									
Na	me	Title: Interest and the second of the second									
Sig	nat	ure: Date:									
Hu	ıma	n Resources Shared Service Center Approval (Certifies Receipt of this Package)									
Na	me	Title:									
Sig	nat	ure: Date: Matyes a noity seed it									

Contact Information:

Troy Boxton, Management Analyst

Office of Administration and Resources Management
Office of Human Resources
Policy, Planning and Training Division
Workforce Planning Branch
1200 Pennsylvania Avenue, N.W.
Room 1419 WJC East MC-3600A
Washington, D.C. 20460
Office: (202) 564-7419
Fax: (202) 564-1928

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STAFFING PLAN CROSSWALK FORM

ORGANIZATION NAME: REGION 7 OFFICE OF TRIBAL AFFAIRS

NOTE(s): All eight columns must be completed by the program office. See instruction tab for detailed procedures on crosswalk completion. Please briefly explain proposed changes in the notes column, including the use of any standard position descriptions.

PROPOSED: OFFICE OF TRIBAL AND INTERNATIONAL COORDINATION - WB000000 (NAME CHANGE ONLY)

(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)
Current Org	Current	Employee Name	Current Position	Proposed Position	Empl ID	Realign	Notes
Code	Acronym]	Title/Series/Grade	Title/Series/Grade		(L)/Reassign	
				(If Changed)		(R)/No Change	
			·			(NC)	•
WB000000	OTA	Patrick Bustos	Supervisor, Environmental Protection Specialist, GS-028-15		16452	NC	
WB000000	OTA	Stanley Holder	Program Analyst, GS-0028-13		25771	NC	
WB000000	ОТА	Brandy Reed	Environmental Protection Specialist, GS-0028-12		27201	NC	

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E	EPA ORGANIZATION CODE CHANGE REQUEST FORM							
(11/2015 Edition)								
Proposed Effective Date: 05/10/2016								
REGION/AASHIP: Region 7								
	code change form and forward it as part of the final reorganization package (without the examples). All requested changes will be reviewed							
by the agency's reorganization team for conformity	with system code change procedures. Failure to provide this information may delay processing of this request. There must be one line for							
each Type of Change. Deleted organizations will t	be inactivated and the Current Organization Name and Organization Code needs to be provided. New organizations start at Type of Change							
with "New Organization" and fill in the rest to the ri	ght. Please provide the City and State, "Duty Location" of the new organization. When Renaming organizations, if it changes in the							
organizational level then that organization can not	be changed. It needs to be listed as a Delete and a New Organization created with the new name. Renamings stay at the same level in the							
organization heirarchy.								

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CURRENT ORGANIZATION NAME ¹	CURRENT ORG CODE ²	TYPE OF CHANGE (click on the cell drop down for change type)	NEW ORGANIZATION NAME ¹	NEW ORG CODE ² (optional)	New Org CITY	New Org
fice of Tribal Affairs	WB000000	Rename Organization	Office of Tribal and International Coordination			
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						-
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			7-31			
						
OTE:				-		
Organization Name is a 37 characters field. If the new des		t will be abbreviated.				-
Organization Code is a 8 character field in Alpha/Numberio	format.					
D - Delete Org, BLUE - Rename Org, GREE	N - New Org					

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CURRENT FUNCTIONAL STATEMENT

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DIVISION: Office of Regional Administrator

OFFICE: Office of Tribal Affairs

HEADQUARTERS OR REGIONAL OFFICE: Region 7

ORGANIZATION HEAD: Regional Administrator, Mark Hague

REPORTS TO: Administrator, Gina McCarthy

FUNCTIONS:

The Office of Tribal Affairs performs the following functions:

• Tribal Coordination

- Tribal Communication
- Tribal Outreach

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PROPOSED FUNCTIONAL STATEMENT

Please enter information directly into this template using Times New Roman, 12 pt. Font

DIVISION: Office of Regional Administrator

OFFICE: Office of Tribal and International Coordination

HEADQUARTERS OR REGIONAL OFFICE: Region 7

ORGANIZATION HEAD: Regional Administrator, Mark Hague

REPORTS TO: Administrator, Gina McCarthy

FUNCTIONS:

The Office of Tribal and International Coordination will perform the following functions:

- Tribal Coordination
- Coordination of international requests and visitors
- Tribal Communication
- Tribal Outreach

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COMMENTS RESOLUTION SUMMARY

Region 7 Office of Tribal Affairs Office of Tribal Affairs/Brandy Reed

Commenting Office	Type of Comment A = Advisory I = Issue Resolution N = No Comment X = No Response	Comment	Detailed Resolution					
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CONVIENDA REPORT LIQUARINES

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REGIONAL ADMINISTRATOR Current Org Chart/Proposed Org Chart-NO CHANGE REGION 7 ORGANIZATIONAL STRUCTURE

November 2015

("*" - Detail, "**" - Acting, ***-Student) Customer Service Phone: 800-223-0425 or 913-551-7122

Curtis Carey x7506 Director

Angela Brees x7940 **Deputy Director**

OFFICE OF PUBLIC AFFAIRS (OPA)

Includes the following programs and activities: Strategic Communications Planning Crisis Communications Media Relations External Outreach Congressional & Intergovernmental Affairs Event Planning Children's Health, Environmental Education & Healthy Schools Web Content Management/Development Multimedia Production Social Media Management Stakeholder & Public Outreach, Engagement Writing Services/Communications Training Community Action for Renewed Environment

Sandra Cox, x7639

Executive Office Manager

Emily Albano Shannon Bond David Bryan Toni Castro Kathleen Fenton ***Jessica Gittemeier Martin Kessler Kris Lancaster

FAX: 913-551-7873

Denise Morrison Cecilia Quirarte-Ortiz LaTonya Sanders Karen Sorenson (SEE) Benjamin Washburn Christopher Whitley

Patrick Bustos x7969

Director Senior Regional Indian Program Manager

OFFICE OF TRIBAL AFFAIRS (OTA)

Includes the following programs and activities: Tribal Coordination Communication Outreach

***Kayleen Garrels Stanley Holder Brandy Reed

> Carolina Adams (SEE) Karina Borromeo Kate Clever Kristina Gonzales Yolanda Holden Lucretia Myers

Mark Hague x7546

REGIONAL ADMINISTRATOR (RGAD)

> **Mike Brincks x7799

DEPUTY REGIONAL ADMINISTRATOR (DRA)

*Lynn Juett. x7883 Senior Advisor Office of Regional Administrator

Dana Peters, x7444

FAX: 913-551-7976

David Cozad x7587 **Regional Counsel**

Leslie Humphrey x7227 Deputy Regional Counsel

OFFICE OF REGIONAL COUNSEL (CNSL)

Includes the following programs and activities:

Legal Support for the Region Civil / Administrative Enforcement Criminal Enforcement Legal Advice / Counseling

Julia Cacho, x7071 Staff Coordinator

Executive Office Manager

*Alyse Stov, x7826

Associate Deputy Regional Counsel for Enforcement

Amy Gonzales, x7972 Paralegal Specialist

FAX: 913-551-7925

DeAndre Singletary x7373 Director

> Althea Moses x7649

Deputy Director

Environmental Justice Program Manager

ENFORCEMENT COORDINATION OFFICE (ECO)

Includes the following programs and activities: OECA National Priorities / Goal 5 Compliance & Enforcement Coordination SUPR/RCRA Community Engagement Enforcement Data Management Enforcement Policies / Guidance Environmental Instice Federal Facilities Multi-media Coordination / Inspection Targeting State Review Framework Coordination Tips and Complaints

Sandra Cox, x7639

Executive Office Manager

Kevin Barthol Brendan Corazzin Madlyn Davis (SEE) Karim Dawani Tamara Freeman Neal Gilbert

Lisa Haugen Pamela Houston Elizabeth Kramer Kathy Robinson ***Rabin Valluri

FAX: 913-551-7873

AIR BRANCH (ARBR)

Dana Skelley x7923

Includes the following activities in support of the Air Program: Civil Enforcement Training Activities Legal Advice & Counseling Negotiations / Litigations

Alex Chen Sara Hertz Wu Sarah LaBoda Jonathan Meyer Julie Murray Milady Peters

CHEMICAL MANAGEMENT BRANCH (CMBR)

**Raymond Bosch x7501

Includes the following activities in support of the RCRA, TSCA, EPCRA & FIFRA Programs Civil Enforcement

Training Activities Legal Advice & Counseling

Kelley Catlin Christopher Dudding Belinda Holmes

Jared Pessetto Anne Rauch Jennifer Trotter

SUPERFUND BRANCH (SPFD) David Hoefer x7503

Includes the following activities in support of the CERCLA Program Civil Enforcement

Training Activities Legal Advice & Counseling Negotiations / Litigations Search Warrants

Shawn Grindstaff Jane Kloeckner Scott Pemberton Barbara Peterson **Bob Richards** Denise Roberts

Anna Rock Docking Kristen Nazar Demetra Salisbury Steven Sanders Jim Stevens Julie Van Horn

WATER BRANCH (WATR)

**Daniel Breedlove x7172

Includes the following activities in support of the CERCLA Program: Civil Enforcement Training Activities Legal Advice & Counseling Negotiations / Litigations

Melissa Bagley Howard Bunch Liz Huston

Patricia Miller Sarah Moreno Christopher Muehlberger



Alex Chen

Sara Hertz Wu

Sarah LaBoda

Jonathan Meyer

Julie Murray

Milady Peters

REGIONAL ADMINISTRATOR **Proposed Organizational Chart-NO CHANGE REGION 7 ORGANIZATIONAL STRUCTURE**

November 2015

("*" - Detail, "**" - Acting, ***-Student) Customer Service Phone, 800-223-0425 or 913-551-7122

Legal Advice & Counseling

Jared Pessetto

Jennifer Trotter

Anne Rauch

Kelley Catlin

Belinda Holmes

Christopher Dudding

DeAndre Singletary x7373 Director Curtis Carev Mark Hague Patrick Bustos x7506 x7546 Althea Moses x7969 *Lynn Juett, x7883 Director REGIONAL ADMINISTRATOR x7649 Director Senior Advisor (RGAD) Senior Regional Indian Office of Regional **Deputy Director** Angela Brees Program Manager Administrator x7940 **Environmental Justice Program Manager** OFFICE OF **Mike Brincks **Deputy Director** Julia Cacho, x7071 TRIBAL AFFAIRS x7799 ENFORCEMENT COORDINATION Staff Coordinator (OTA) **DEPUTY REGIONAL OFFICE** OFFICE OF PUBLIC AFFAIRS ADMINISTRATOR Dana Peters, x7444 (ECO) (OPA) (DRA) **Executive Office Manager** Includes the following Includes the following programs and activities: programs and activities Includes the following programs and activities: OECA National Priorities / Goal 5 Tribal Coordination Strategic Communications Planning Communication FAX: 913-551-7976 Compliance & Enforcement Coordination Crisis Communications SUPR/RCRA Community Engagement Outreach Media Relations Enforcement Data Management External Outreach Enforcement Policies / Guidance David Cozad Congressional & Intergovernmental Affairs ***Kayleen Garrels Environmental Justice x7587 Event Planning Federal Facilities Stanley Holder Multi-media Coordination / Inspection Targeting FOLA Regional Counsel **Brandy Reed** Children's Health, Environmental Education & Healthy Schools State Review Framework Coordination *Alyse Stoy, x7826 Web Content Management/Development Tips and Complaints **Associate Deputy Regional** Leslie Humphrey x7227 Multimedia Production Counsel for Enforcement Deputy Social Media Management Stakeholder & Public Outreach, Engagement Regional Counsel Writing Services/Communications Training Community Action for Renewed Environment Sandra Cox, x7639 FAX: 913-551-7873 Carolina Adams (SEE) **Executive Office Manager** Karina Borromeo OFFICE OF Amy Gonzales, x7972 Kate Clever REGIONAL COUNSEL Sandra Cox, x7639 Paralegal Specialist Kevin Barthol Lisa Haugen Kristina Gonzales FAX: 913-551-7873 Pamela Houston (CNSL) Brendan Corazzin **Executive Office Manager** Yolanda Holden Madlyn Davis (SEE) Elizabeth Kramer Lucretia Myers Emily Albano Denise Morrison Includes the following programs and FAX: 913-551-7925 Karim Dawani Kathy Robinson activities: Cecilia Outrarte-Ortiz ***Rabin Valluri Shannon Bond Tamara Freeman Legal Support for the Region David Bryan LaTonva Sanders Neal Gilbert Civil / Administrative Enforcement Karen Sorenson (SEE) Toni Castro Criminal Enforcement Beniamin Washburn Kathleen Fenton Legal Advice / Counseling ***Jessica Gittemeier Christopher Whitley Martin Kessler Kris Lancaster SUPERFUND BRANCH (SPFD) WATER BRANCH CHEMICAL MANAGEMENT AIR BRANCH (ARBR) David Hoefer x7503 (WATR) BRANCH (CMBR) Dana Skelley x7923 **Daniel Breedlove x7172 **Raymond Bosch x7501 Includes the following activities in Includes the following activities in support of the CERCLA Program support of the Air Program: Includes the following activities in Includes the following activities in Civil Enforcement Civil Enforcement support of the RCRA, TSCA, EPCRA & support of the CERCLA Program: Training Activities Training Activities FIFRA Programs. Civil Enforcement Legal Advice & Counseling Legal Advice & Counseling Civil Enforcement Training Activities Negotiations / Litigations Negotiations / Litigations Training Activities Legal Advice & Counseling Search Warrants

Shawn Grindstaff

Jane Kloeckner

Scott Pemberton

Barbara Peterson

Bob Richards

Denise Roberts

Anna Rock Docking

Demetra Salisbury

Kristen Nazar

Steven Sanders

Julie Van Horn

Tim Stevens

Negotiations / Litigations

Patricia Miller

Sarah Moreno

Christopher Muehlberger

Melissa Bagley

Howard Bunch

Liz Huston

	Chicago de Company Carlos	